

EDITED TASK LISTING

CLASS: STAFF COUNSEL III (SUPERVISOR)

NOTE: Each position within this classification may perform some or all of these tasks.

| Task # | Task |
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| 1. | Plans, organizes and directs the work of a small team of Staff Counsels to ensure that those attorneys are utilizing appropriate oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, training, rules, laws, regulations, legal practices and Departmental policies and practices consistent with the direction of the Chief Counsel and/or Assistant Chief Counsel. |
| 2. | Evaluates the performance of subordinate staff and takes or recommends appropriate action to ensure that those attorneys are utilizing appropriate oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, training, rules, laws, regulations, legal practices and Departmental policies and practices consistent with the direction of the Chief Counsel and/or Assistant Chief Counsel. |
| 3. | Interview and selects, or actively participates in the interview and selection of, subordinate staff to ensure that those attorney's are capable of utilizing appropriate oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, training, rules, laws, regulations, legal practices and Departmental policies and practices consistent with the direction of the Chief Counsel and/or Assistant Chief Counsel. |
| 4. | Works with subordinate staff to develop strategies and tactics in the most complex disputes or litigation ensure that those attorneys are utilizing appropriate oral and written advocacy, interpersonal skills, negotiation skills, personal knowledge, training, rules, laws, regulations, legal practices and Departmental policies and practices consistent with the direction of the Chief Counsel and/or Assistant Chief Counsel. |
| 5. | Represents the Department in difficult and complex litigation and negotiations, and provides legislative analyses to protect the legal interests of the Department to reduce legal risks by utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, appropriate training, rules, laws, regulations, legal practices and Department policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel. |

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| 6. | Draft opinions and perform legal research to protect the legal interest of the Department and to reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, appropriate training, rules, laws, regulations, legal practices and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel. |
| 7. | Respond to difficult legal correspondence in order to present the Department's position on legal issues and to reduce legal risk utilizing oral and written advocacy skills, negotiation skills, personal knowledge, appropriate training, rules, laws, regulations, legal practices and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel. |
| 8. | Develop strategy and tactics in the most complex disputes or litigation to protect the Department's legal interests and to reduce legal risk utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, appropriate training, rules, laws, regulations, legal practices and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel. |
| 9. | Review and draft legislation from a legal perspective to protect the Department's legal interests and to reduce legal risk and utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, appropriate training, rules, laws, regulations, legal practices and Departmental policies and practices at the direction of the Chief Counsel, and/or Assistant Chief Counsel. |
| 10. | Recommend legal action to the Department including whether to pursue or defend a particular suit, or to intervene in constitutional challenges when the state is not a party, utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, appropriate training, rules, laws, regulations, legal practices and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel. |

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| 11. | Responsible for conducting administrative reviews of Departmental policies, programs, and practices to ensure compliance with applicable laws, rules and regulations and to identify areas of potential legal risks utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, appropriate training, rules, laws, regulations, legal practices and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel. |
| 12. | Assist in training new professional staff to ensure efficient and effective delivery of work product that is consistent with Departmental policies and procedures utilizing oral and written advocacy skills, interpersonal skills, negotiation skills, personal knowledge, appropriate training, rules, laws, regulations, legal practices and Departmental policies and practices at the direction of the Chief Counsel and/or Assistant Chief Counsel. |